

# WILLITON PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 2<sup>nd</sup> November 2020 at 7.00 pm.  
Due to Covid-19 and following changes to the government rules during this period,  
the meeting was held via Zoom video conferencing

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## Attendees:

<b>Councillors</b>	Payne (Chairman), Aldridge, Denton, Hooper, Howes, Johnson, McDonald, Nye, Peeks, Stanford, White and Woods
<b>SCC</b>	None
<b>SWAT</b>	Cllrs Aldridge and Whetlor
<b>Avon and Somerset Constabulary</b>	None
<b>Press</b>	None
<b>Clerk</b>	Mrs Michelle Francis
<b>Public</b>	None
<b>Other</b>	None

## Apologies:

<b>Councillors</b>	-
<b>SCC</b>	Cllr Davies (Due to technical issues trying to access meeting)
<b>Other</b>	PCSO Thompson

**20/144 The Chairman advised that the meeting would be recorded**

**20/145 Apologies as noted above**

**20/146 Co-option of Councillor**

Applications had been received for the casual vacancies on the Council.  
It was unanimously **resolved** to co-opt the following:

Mrs Jean Stanford proposed by Cllr Hooper and seconded by Cllr Peeks  
Ms Andrea Johnson proposed by Cllr Howes seconded by Cllr Aldridge  
Mr Guy Denton proposed by Cllr Peeks seconded by Cllr Woods

As Cllrs Denton, Johnson and Stanford were in attendance they duly signed the Declaration of Acceptance of Office, after which they were able to take part in the remainder of the meeting.

**20/147 Appointment of Councillors to Committees**

It was unanimously **resolved** to appoint Cllr Stanford onto the Environmental and Planning Committee.  
It was unanimously **resolved** to appoint Cllrs Denton and Johnson onto the Finance and Administration Committee.

**Action: Clerk**

**20/148 Declarations of Interest**

There were none

**20/149 Approval of the Minutes of the Meeting held on Monday 5<sup>th</sup> October 2020**

It was **resolved** to approve the minutes of the meeting. Proposed Cllr Howes; seconded Cllr Hooper, after a slight amendment to item 20/128 to read Crime (not Chief) Commissioner.

**20/150 Matters from the Minutes – for the purpose of report only**

20/150.1 (Item 20/142) It was noted the officer boiler had been replaced

**20/151 Report from Avon and Somerset Constabulary** It was resolved to note the report that had been forwarded by email. Crime stats would be requested.

**Action: Clerk**

**20/152 Report from Somerset County Councillor**

Unfortunately, due to technical issues, Cllr Davies had relayed his apologies through Cllr Whetlor as he was unable to join the meeting.

**20/153 Report from Somerset West and Taunton Councillors**

Cllr Whetlor apologised for being unable to attend many WPC meetings but reported on E-scooters being trialled in Taunton for up to one year. Watchet harbour dredging was due to recommence this week and the steps at Splash Point required complete replacement. Cllr Whetlor had attended a meeting on Dementia and Epilepsy and would forward a copy of the report from NALC.

Cllr Aldridge advised District Council had been holding more meetings on a Monday night which was caused problems with Parish Meetings, this had been brought to their attention. It was reported Somerset County Council had secured a grant from the Environment Agency, which had been passed to District Council, for sea defences near the Blue Anchor Hotel for emergency work, in total £4m would be spent there to secure the road for future use. Work had started on the police moving into West Somerset House.

## **20/154 Clerk's/Chairman's Notices**

20/154.1 Williton Window – The rota was agreed.

## **20/155 Correspondence**

20/155.1 It was resolved to note the correspondence log

20/155.2 NALC Climate Change Survey – no comment

20/155.3 A letter had been received from WWMRG Charity requesting the addition of an extra clearing of conkers be added to the Ground Maintenance Contract. It was **resolved** not to increase the amount of times they are cleared. **Action: Clerk**

20/155.4 Remembrance Day Service – Cllr McDonald confirmed confirmation had been received from Central Government advising the services could proceed, even during the second lockdown, therefore a service would take place on the 11<sup>th</sup> November 2020. Cllr Payne would lay a wreath on behalf of the Parish Council. Cllr McDonald would write a press release which Cllr Howes would distribute on social media. **Action: Clerk, Cllrs McDonald and Howes**

20/155.5 Standards Matter 2: Public Consultation and Public Sector Surveys had been received from SALC. No comment would be submitted.

20/155.6 An invitation had been received for West Somerset Parish and Town Councils to attend a Climate Action zoom meeting on 5<sup>th</sup> November 2020. It was noted Cllrs Nye and Woods would attend.

## **20/156 Report from the Environment and Planning Committee held on 12<sup>th</sup> October 2020**

It was resolved to note the report.

20/156.1 (Item 20/61.1B) The amendment to the Ground Maintenance contract 2021-2022 was considered and agreed. Proposed Cllr Peeks, seconded Cllr White.

(Item 20/61.2B) The amendment to the Weed Spraying contract 2021-2022 was considered and agreed. Proposed Cllr Peeks, seconded Cllr Woods.

## **20/157 Report from the Finance and Administration Committee held on 19<sup>th</sup> October 2020**

It was resolved to note the report.

20/157.1 It was resolved to note the provisions as at 30<sup>th</sup> September 2020

20/157.2 (Item 20/45.2A) Due to the Financial Services Compensation Scheme limit of £85,000.00, it was unanimously **resolved** to transfer the sum of £30,000.00 into the Nationwide Building Society account. Proposed Cllr Howes, seconded Cllr Aldridge.

20/157.3 (Item 20/50A) It was resolved to include the Financial Services Compensation Scheme as a risk – wording to be agreed at the December meeting.

## **20/158 To receive accounts for payment**

It was **resolved** to pay the following invoices. Proposed Cllr Hooper, seconded Cllr McDonald, four abstentions.

Date	Details	Cheque No	Invoice No	Total Bank £	Cash	VAT £
02/11/2020	Tanks Direct 6025 Furniture and Fixtures	3673	20048526	336.19		56.03
02/11/2020	Countrywide Grounds Maintenance 455 WPC Ground Maintenance	3674	143538	842.33		140.39
02/11/2020	Countrywide Grounds Maintenance 4560 SCC Ground Maintenance	3675	143537	184.00		30.67
02/11/2020	Countrywide Grounds Maintenance 4561 Weed Spraying	3676	142474	630.00		105.00
02/11/2020	Tindle Newspapers 4415 Advertising	3677	600007164	134.40		22.40

**20/159 Events Committee**

It was resolved to note the report from the meeting held on 19<sup>th</sup> October 2020.

A discussion took place regarding the request to increase the budget to facilitate the hire of a Horse and Cart, for approximately 3 hours, for Santa to visit the village, which it was hoped would help raise spirits during the festive period, during the coronavirus pandemic. After a proposal from Cllr Hooper, seconded by Cllr Denton, it was **resolved** to increase the budget to £1,000.00 in total on the proviso that there would be no charge if there was an extra Government lockdown and the event had to be cancelled. 8 in favour; 3 abstentions and 1 against. **Action: Cllr Howes**

**20/160 Report from Quantock Hills Joint Advisory Meeting**

It was resolved to note the report that had been forwarded.

**20/161 Report from Quantock Foodbank AGM - It was resolved to note the report that had been forwarded**

**20/162 Health and Safety**

A meeting had been scheduled, but due to the new national lockdown, this would be postponed.

**20/163 Safer Highstreet Allocation Funding**

After a proposal from Cllr Aldridge, seconded by Cllr McDonald, it was unanimously **resolved** to move this item into committee, due to commercial sensitivity.

**20/164 Williton Helpline during Covid-19 pandemic**

A verbal report was given by Cllr Nye.

**20/165 Defibrillator**

Cllr Nye would prepare a report for the December meeting.

**Action: Cllr Nye**

**20/166 Community Fibre Partnership**

Cllr McDonald would prepare a report for the December meeting.

**Action: Cllr McDonald**

**20/167 Matters for the next Parish Council meeting to be held on Monday 7<sup>th</sup> December 2020, via Zoom**

**20/168** After a proposal from Cllr Hooper, seconded by Cllr White, it was unanimously **resolved** to exclude the press and public from the remainder of the meeting.

**20/169 (Item 20/142) Leased Office**

A discussion took place regarding a request that had been received to consider an early release on the contract. After a proposal from Cllr Peeks, seconded by Cllr Woods, it was **resolved** to agree to the release at the end of the financial year. 10 votes in favour and 2 against. When a reply is received from the current tenant, the item would be moved to FAC to investigate finding a replacement. **Action: Clerk**

**20/163 Safer Highstreet Allocation Funding to include Public Conveniences**

A long discussion took place where members voiced their opinions on the Public Conveniences and draft costings received from the working group. After a proposal from Cllr White, seconded by Cllr Aldridge, it was **resolved** with 8 votes in favour, 2 against and 2 abstentions to make a commitment to move forward with further negotiations in principle on the re-opening of the Public Conveniences.

**20/170 Staffing**

A resignation had been received from the Assistant to the Clerk which was read out to members and shared on the screen. The Clerk gave an overview of the current situation as requested. The Clerk then left the meeting whilst members discussed options presented from the Personnel Committee.

Cllrs Peeks, McDonald and Denton had left during this item.

The Clerk returned to the meeting at 9.55pm and was advised the following had been decided:

- The permanent position would be advertised – Cllr Nye would contact the Employment Hub; this would be in addition to the normal advertising.
- Two laptops and necessary equipment would be purchased to enable remote training.
- The Clerks hours would be increased by an extra 5 hours per week until the position had been filled. It was recognised this would cause a strain on the clerk and a backlog would build; projects would be pulled in.

Meeting closed at 10.00 pm

Signed as a true and correct record ..... Cllr Payne ..... Dated ..... 7<sup>th</sup> December 2020 .....